

## Announcement - DHCD Virginia Building Code Academy Knowledge Center

The Virginia Department of Housing and Community Development (DHCD) introduces the Virginia Building Code Academy Knowledge Center (VBCAKC) as the electronic Learning Management System (eLMS) providing computer access to designated DHCD/VBCA-offered training opportunities to BHCD-issued certificate holders. The VBCAKC computer-based training programs generally qualify for DHCD credit, utilizing the same guidelines that apply to certification modules, code change training, and continuing education.

The VBCAKC is available 24 hours a day and 7 days a week, and at no cost to the user. The electronic system is available from any computer with high speed internet connection at the web link <https://covkc.virginia.gov/dhcd/vbca>. The electronic system is optimized for Internet Explorer browsers, however is not operable with Google Chrome.

As the VBCAKC is a new delivery method for the VBCA, DHCD anticipates potential yet minor technological or related malfunctions in the system during the initial pilot phase, and kindly requests user patience. DHCD also welcomes user feedback via the exit survey or separate email to [tco@dhcd.virginia.gov](mailto:tco@dhcd.virginia.gov).

All VBCAKC training programs offered through the eLMS will be available to all users once registration requests receive approval. Prior to accessing the system, users must first complete the initial simple registration process as described herein. When accessing the system, users should follow the instructions and prompts carefully as noted in the brief tutorial. It is highly recommended that users print this document for quick reference.

As the inaugural VBCAKC training offering, DHCD presents the 2009 Code Change Training (CCT) program. For individuals having not yet attended or completed the applicable DHCD-approved classroom offerings, any combination of classroom and electronic courses are acceptable for DHCD credit. Please complete the 2009 CCT program as required relative to the BHCD-issued certificates by September 30, 2011.

To register on first visit:

1. Access internet.
2. Type web address <https://covkc.virginia.gov/dhcd/vbca> in internet browser address bar and click enter.
3. Click "Register" hyperlink or "Register" in black horizontal tool bar below DHCD — VBCA title.
4. Select button "Non-state Employee" and click "Submit".
5. Complete mandatory General Information fields.
6. Use the same email address as used in the On-line registration system profile
7. In Training Agency field, select "DHCD - Virginia Building Code Academy" in scroll menu, and click "Select".
8. In Affiliation field, select "Local Government" or "General Public" in scroll menu and click "Select".
9. If selected Local Government, select County ID in scroll menu and click "Submit".
10. Type "DHCD — VBCA Training" in Reason for Access field.
11. Continue to complete mandatory General Information fields and click "Submit".
12. Monitor email address provided for acknowledgement of registration request and notification of registration approval including log-in and temporary password information within one business day. Note different log-in and password from TASO/TCU/VBCA online system.

To access log-in page:

1. Access internet.
2. Type web address <https://covkc.virginia.gov/dhcd/vbca> in internet browser address bar and click enter.
3. Type log-in ID and Password and click "Submit".
4. Select button "DHCD—Virginia Building Code Academy" and click "Submit".
5. Click "Learning Center" on virtual campus.
6. Click "Course Information and Enrollment" on virtual office.
7. Click "Search" to view all available VBCA courses or type appropriate search words in "Keywords" and click "Search".
8. Click desired course title.
9. Ensure checkbox "Take Course for Credit" is checked.
10. Click "Take Course".
11. Click desired course title.

To view or print certificate:

1. Click "Administration" in virtual lobby.
2. Click "Student Records".
3. Click "Student Transcript".
4. Click "Certificate" hyperlink adjacent to course successfully completed.
5. Right click center of certificate displayed and click "Print".
6. Select printer in printer dialogue box and click "Print".

